

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
REPORT OF CHANGE (ROC) GENERAL INSTRUCTIONS
IRS ADJUSTMENT ONLY

REPORT OF CHANGE GENERAL INSTRUCTIONS FOR ALL YEARS																				
WHO MUST FILE	New Hampshire Report of Change form(s) must be filed when Internal Revenue Service has notified you of a change they made to your federal return.																			
WHEN TO FILE	Pursuant to RSA 77:24-b, RSA 77-E:9 and RSA 77-A:10, a Report of Change must be filed with the Department <u>no later than 6 months</u> from receipt of a final determination of adjustments from the Internal Revenue Service.																			
WHAT YOU WILL NEED	<p>To file a report of change you will need to obtain:</p> <ul style="list-style-type: none">• The IRS form reporting the change;• The appropriate New Hampshire Report of Change form(s) for each taxable period; and• A copy of your New Hampshire and federal return as originally filed. <p>A complete Report of Change form, with all applicable schedules and returns must be filed. Each Report of Change form must be complete including original signatures in ink. Incomplete Report of Change forms will not be accepted.</p>																			
WHERE TO FILE	Your completed Report of Change form(s) along with the IRS form reporting the change and a copy of any changed federal forms or schedules must be mailed within 6 months to: Department of Revenue Administration, Audit Division, PO Box 457, Concord, NH 03302-0457.																			
FILLING OUT THE FORM(S)	When completing the Report of Change form, you should use the changed numbers as reported to you in the final determination you received from the IRS. For purposes of reporting IRS changes to a husband and wife's separately owned business organizations, a separate Report of Change form is required for the husband and wife.																			
CALCULATING INTEREST	<p>Interest is calculated on the balance of tax due from the original due date of the return to the date paid at the rate listed below. (Interest due = tax due x number of days x daily rate decimal equivalent).</p> <table><tr><th><u>PERIOD</u></th><th><u>RATE</u></th><th><u>DAILY RATE DECIMAL EQUIVALENT</u></th></tr><tr><td>1/1/2007 - 12/31/2007</td><td>10%</td><td>.000274</td></tr><tr><td>1/1/2006 - 12/31/2006</td><td>8%</td><td>.000219</td></tr><tr><td>1/1/2005 - 12/31/2005</td><td>6%</td><td>.000164</td></tr><tr><td>1/1/2004 - 12/31/2004</td><td>7%</td><td>.000191</td></tr><tr><td>1/1/2003 - 12/31/2003</td><td>8%</td><td>.000219</td></tr></table>		<u>PERIOD</u>	<u>RATE</u>	<u>DAILY RATE DECIMAL EQUIVALENT</u>	1/1/2007 - 12/31/2007	10%	.000274	1/1/2006 - 12/31/2006	8%	.000219	1/1/2005 - 12/31/2005	6%	.000164	1/1/2004 - 12/31/2004	7%	.000191	1/1/2003 - 12/31/2003	8%	.000219
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NEED FORMS	Forms may be obtained from our web site at www.revenue.nh.gov or by calling our forms line at (603) 271-2192.																			
NEED HELP	Should you need assistance filling out the forms you can call (603) 271-3400.																			

REPORT OF CHANGE FORMS FOR ALL TAX PERIODS

BUSINESS TAX	To report a change, file a completed Form DP-87-CORP for a Corporation, DP-87-WE for a Combined filer, DP-87-PROP for a Proprietorship, DP-87-FID for a Fiduciary and DP-87-PART for a Partnership and all attachments for each year you are reporting a change.
SMLLC TAX	A Single Member Limited Liability Company (SMLLC) is required to complete a Form DP-200, Request for Department Identification Number (DIN), ONLY if the SMLLC does not have a federal employer identification number; shares a taxpayer identification number with another taxpayer subject to taxation; or is not required to obtain a federal employer identification number, social security number or an individual taxpayer identification number issued by the Internal Revenue Service. This form must be filed 30 days prior to filing any other tax related documents.
I & D TAX	To report a change to your Interest and Dividends Tax return file a separate Form DP-87-ID for each year you are reporting a change.

BET RATES	<table> <thead> <tr> <th>EFFECTIVE DATE</th><th>RATE</th></tr> </thead> <tbody> <tr> <td>7/1/93</td><td>.25</td></tr> <tr> <td>7/1/99</td><td>.50</td></tr> <tr> <td>7/1/01</td><td>.75</td></tr> </tbody> </table>	EFFECTIVE DATE	RATE	7/1/93	.25	7/1/99	.50	7/1/01	.75				
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